



## **Division Chair Meeting**

May 11, 2015

Noon

Polycom: EGF-Room 301/TRF-Room 662/AC-Room 13

### **MINUTES**

Attendees: Brian Huschle, Jodi Stauss-Stassen, Carey Castle, James Retka, Curtis Zoller, Andrew Dahlen, Andy Mueller, Erin Almlie, Brian Suckow, Karl Ohrn and Lori Johnson, Recorder

Absent: Dorinda Sorvig, Kari Koenig and Justin Berry

Topic	Responsible Party	Discussion/Outcome
Call to order		Noon
1. Fall Meeting Schedule		The fall meeting schedule was discussed and it was decided that the first meeting will be held on Monday, August 31 <sup>st</sup> at noon and the group will meet every other Monday at noon for the remainder of the term. Lori will reserve rooms and send out meeting notices to the group to post on their calendars.
2. Professional Development Plan Form		<p>Brian would like representatives from this group to review the Professional Development Plan form this summer to try to make it a more useable form that produces better and more consistent plans - Retool the PDP form:</p> <ul style="list-style-type: none"> <li>• Make it more specific <ul style="list-style-type: none"> <li>○ Add categories</li> <li>○ Give specific examples <ul style="list-style-type: none"> <li>▪ College provided development opportunities</li> <li>▪ State-wide training conferences</li> </ul> </li> </ul> </li> </ul> <p>Volunteers to work on form this summer include:</p>

		<ul style="list-style-type: none"> <li>• Andy Mueller</li> <li>• Erin Almlie</li> <li>• Brian Suckow</li> <li>• Justin Berry</li> </ul> <p>The group will meet to discuss and then meet again to finalize after faculty have a chance to review proposed changes during the fall in-service.</p>
3. Summer Course Cancellations		<p>Summer courses stating in May or June with low enrollment have been cancelled.</p> <p>Courses beginning the July session will be looked at for low enrollment and possible cancellation two weeks prior to the course start date.</p>
4. 2-Year Rotation Schedule		<p>There are still some changes needed on the 2-Year Rotation Schedule. Andy will be meeting with the HIST/PLSC faculty this Wednesday and will forward any requested changes to Brian and Carey for their approval. The final edits necessary will then be forwarded to Karl.</p>
5. Faculty Concerns		N/A
6. Next Meeting		<p>The next meeting will be held on Monday, August 31<sup>st</sup> at Noon via Polycom: EGF-Room 301/TRF-Room 662/AC-Room 13.</p>
Agenda for Next Meeting		
Adjourned		12:30 pm.